



Business One-Stop Shop

Success! You are well on your way to registering your business. Based on your answers, we have created a checklist of what you may need to file with the Department of State, Department of Revenue, County, and Local government. Please note, different responses may yield a different checklist. If you wish to try again, please go to [Create Your Checklist](#). If you wish to go back to the question from where you started, please go to [Go back to beginning](#).

Business Registration Checklist

Please note, this information is supplied as a guide and should not take the place of legal or tax advice. We recommend the consultation of a lawyer, accountant, and an insurance agent when forming a business. To request no-cost technical assistance for your startup or existing business, contact your local Small Business Development Center (SBDC) by visiting <http://www.pasbdc.org/centers>.

You have indicated:

- Starting a new business in PA
- Operating in 19106
- Have primary activity(ies):
 - Candles manufacturing
- Will not have employees
- The business will:
 - Sell or lease taxable items
- Do have a FEIN
- Would like to register as Domestic Limited Liability Company
- Will not grant signature authority
- Would like the legal name: Riddlewick Candle Company

This name is already in use as a legal business name in Pennsylvania. If this is the name of your existing business that is already registered with the Commonwealth, please proceed.

If you have not already registered this name with the Commonwealth, you will need to search for another name until you find something that is not already in use.

- Will not have multiple interested parties
- Not sure if special permits are required
- Identify with:
 - Minority-Owned
 - Women-Owned

☐ **Step 1**

Some institutions may have requirements beyond those required by the Commonwealth. Check with your bank or financial institution and insurance company regarding what their account opening requirements may be.

☐ **Step 2**

Before proceeding, contact the following county government(s) and local municipality(ies) concerning taxes, zoning requirements, local licenses and permits, and any other regulations as determined by the address search for county/municipality/etc... After you have received direction, proceed with the steps below and be sure to come back and register with any applicable county governments and local municipality(ies).

Based upon the location information you entered, please see below:

Name:	Shamika Taliaferro
Address:	Philadelphia City Hall, 1 South Penn Square, Philadelphia, PA 19107 PHILADELPHIA CITY, PHILADELPHIA County
Contact:	(215) 496-7426 Shamika.Taliaferro@phila.gov

☐ Step 3

Be sure to reach out to the appropriate state agency(s) or organization(s) which handles any special permits, authorizations, or licenses that the business will be subject to in order to apply for those items. After you have received direction, proceed with the steps below and be sure to come back and register with any applicable agency(s) or organization(s). Please [contact us](#) if you need further assistance regarding special permitting.

☐ Step 4

Verify the legal name you chose is available in PA at <https://file.dos.pa.gov/search/business> . If the name of your choice is already taken, you will need to search until a unique legal name is found.

NOTE: When searching for an available name at DOS, "Not Found" means that the name you have chosen appears to be available at this time. If the name is currently only being used as a Fictitious Name, you can use it as your business Legal Name. The existing businesses will still be able to use it as their Fictitious Name, but no further new businesses will be allowed to use this name once you have registered it as your Legal Name.

Then register your business in Department of State Business Filing Services. To register your business structure in Pennsylvania, you must complete Form 15-8821. Register with Department of State Business Filing Services - [Domestic Limited Liability Company](#) .

☐ Step 5

Ensure the name you have registered for your FEIN is the same name you will be using to register in Pennsylvania. To do so, please visit the IRS at irs.gov .

☐ Step 6

Register your business with the Pennsylvania Department of Revenue using the [PA Online Business Tax Registration available on myPATH](#) . Information submitted to the Department of Revenue will be shared with the Department of Labor and Industry.

When completing the [PA Online Business Tax Registration available on myPATH](#) , please remember to apply for the below license and/or certificate types:

Sales, Use, & Hotel Occupancy Tax License

☐ **Step 7**

Since you have indicated that you will not have employees or are unsure if you will have employees, you do not currently need to obtain a Workers' Compensation Insurance Policy. If in the future you decide to hire employees, please visit the PA Department of Labor and Industry's [Workers Compensation](#) website.

Additional Resources:

PA Commonwealth agencies have [grants and funding](#) for business(es), non-profit organizations, and specialty programs. See how you might be able to benefit from the many programs available.

For additional information for starting a business that is:

Minority-owned

Women-owned

please visit <https://business.pa.gov/grow/supporting-diverse-businesses/>

Small Business Development Centers (SBDC) provide confidential consulting, free and low-cost training, and ongoing training to entrepreneur's and small businesses starting and growing a business in Pennsylvania. Please visit <https://pasbdc.org/centers> for the location nearest you.

Feedback:

We welcome your [feedback](#) .

If you require additional assistance or have any questions regarding your Business Registration Checklist, email us using the electronic [contact form](#) or call us at 1-833-722-6778, Option 0.